



Politz Day School of Cherry Hill, NJ
Director of General Studies / Assistant Principal

SUMMARY: Politz Day School is a nurturing and dynamic Modern Orthodox school serving the South Jersey Jewish community. We lay the foundation for academic, spiritual and professional success by providing a comprehensive Judaic and General education imbued with devotion to Torah, commitment to character development, dedication to community engagement and a deep connection to the State of Israel.

We are seeking an energetic, self-motivated, forward-thinking Director of General Studies Education to lead the growth of our elementary grades (K-4) general studies educational programming. The ideal candidate will have a positive attitude and collaborative spirit, and be a great motivator and supervisor working with staff, students and parents on programs and curriculum development, school and community outreach, and classroom management.

The Director of General Studies Education will be responsible for overall development, administration, and supervision of the all elementary general studies educational programs at our school. S/he will develop and oversee implementation of curriculum and assessments and will be a key liaison between the administration and staff, students, parents, and community partners. S/he will report to, and work closely with, our Head of School to develop educational programming integrated with the organization's program and mission.

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RESPONSIBILITIES:

SUPERVISION:

- Keep abreast of educational developments and contemporary learning theories so that our curriculum and teaching reflect current ideas of best practice.
- Ensure the development of appropriate curriculum plans. Foster the educational experience via hands-on developmentally appropriate and highly interactive methods, which are also consistent with academic standards.
- Oversee the development and execution of educational programming and curriculum content by reviewing weekly lesson plans, visiting classrooms, writing up observations, and providing feedback to staff for optimal classroom benefit.
- Work with Head of School for all elementary classroom scheduling and hiring needs, including teachers, assistants and special positions.
- Plan and lead regular, monthly meetings with staff both individually and as a group.
- Develop or coordinate professional development and curriculum support workshops opportunities for teaching staff on best practices in education.
- Set and communicate scheduling for school year, programming and special events with the support of other administrators.
- Meet with HOS, ECC and MS Directors to collaborate and ensure smooth and seamless functioning of the school.
- Arrange for substitutes in the Elementary grades.
- Be available to facilitate activities with students, build relationships, and provide support.

COMMUNITY AND SCHOOL RELATIONSHIP DEVELOPMENT:

- Support student recruitment plan. With program staff, conduct ongoing outreach at school(s) and in community, including classroom presentations, workshops, and participating at relevant events.
- Establish and maintain communication with members of the school staff about student needs and aspects of educational program. Meet regularly with Head of School/administrators and work closely with school staff.
- Facilitate partnerships with appropriate public and private agencies that provide services to students and families to broaden the impact and reach of our services.

REPORTING, ADMINISTRATION, EVALUATION:

- Establish a system for evaluating programs and content to measure satisfaction and effectiveness.
- Establish performance standards for all personnel to assure that contractual service objectives are attained.
- Ensure performance targets are met.
- Develop and maintain records needed for program administration
- Monitor program budget, provide needed information for financial reporting.
- Prepare information for funder reports and assist to secure donations and funding for the program as needed.
- Support/manage efforts to report and obtain funding from Governmental agencies.
- Perform other school related duties as assigned.

REQUIREMENTS:

- Minimum of Bachelor's Degree in Education.
- Minimum 10 years' experience working in school environment. Teaching experience preferred.
- Experience with educational programming for elementary youth
- Experience working with teachers on curriculum development related to school standards.
- A demonstrated ability to lead and energize multi-disciplinary work teams to respond to needs and get results.
- A strong commitment to supporting youth. Ability to translate youth development theory into practice.
- Completion of background clearances, including: Criminal Records Check, and Fingerprinting
- Excellent communication and writing skills, including computer and interpersonal skills.

TO APPLY: E-mail a cover letter addressing your interest and qualifications for the position, your resume, salary requirements, and 3 work-related references to aglustein@politz.org